

SECRET

ORGANIZATION

e. OFFICE OF LOGISTICS

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- (1) **MISSION.** The Director of Logistics is responsible for planning and implementing Agency logistics support; for the procurement, distribution, accountability, and disposition of Agency equipment, supplies, and real estate; for the transportation of personnel, equipment, and supplies; and for printing, mail, and courier services.
- (2) **FUNCTIONS.** The Director of Logistics shall:
 - (a) Develop, recommend, and implement logistics plans, programs, and policies in support of Agency activities.
 - (b) Develop logistics data for and provide technical assistance to other components in the preparation of Agency plans, programs, and projects and in the conduct of overseas logistics activities.
 - (c) Negotiate agreements with officials of other Government departments to effect timely logistical support of Agency operations.
 - (d) Coordinate and compile requirements for equipment and supplies essential for Agency operations, including the development, maintenance, and distribution of a Supply Catalog, development of supply programs, stock levels, production capacity requirements, and controlled-materials programs requirements; and determine initial procurement quantities.
 - (e) Administer, operate, and supervise all Agency printing and reproduction activities except as specifically authorized otherwise by the Director; and review requests for, and utilization of, printing and reproduction equipment.
 - (f) Procure or exercise technical staff supervision over the procurement of supplies, equipment, and nonpersonal services necessary for Agency activities.
 - (g) Direct real estate and utility acquisition, improvement, and disposition, including design and construction, alteration, renovation, and maintenance.
 - (h) Determine space requirements and plan, acquire, and allocate space to meet Agency needs within the Metropolitan area of Washington, D. C., and provide alterations, maintenance, moving, telephone, and other related office services.
 - (i) Provide domestic facilities and technical guidance, in support of activities within and outside the continental limits of the United States, for the receipt, inspection, preservation, storage, issue, packing, maintenance, repair, redistribution, and disposal of equipment and supplies.
 - (j) Approve transfers and loans of Agency materiel to other U.S. Government agencies. Transfers may be on a reimbursable or nonreimbursable basis in accordance with the terms and conditions of the Federal Property and Administrative Services Act of 1949, as amended.
 - (k) Develop and administer an integrated property accounting system and designate those headquarters and domestic field activities responsible for maintaining formal accountability for materiel.
 - (l) Not used.
 - (m) Appoint accountable officers or authorize chiefs of components to make such appointments.

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- (2) Costs of improvements to real property by construction, renovation, and alteration.
- (3) Costs of repair, maintenance, and operating expenses, including utility services.
- (b) Such expenses are subject to availability of funds and approval of the program, project, or plan by appropriate approving authority.

(6) RESPONSIBILITIES

- (a) Deputy Directors are responsible for:
 - (1) Ensuring that logistical annexes containing real estate and construction requirements for plans, programs, and projects which require logistics type annexes are prepared and coordinated with the Director of Logistics.
 - (2) Initiating budget revisions or other action to ensure adequate allotments of funds for real estate and construction requirements.
- (b) The Director of Logistics is responsible for:
 - (1) Formalizing real property requirements in collaboration with Operating Officials of the Agency, including planning assistance and cost estimates.
 - (2) Determining the most practical, economical, and appropriate method of acquiring real property or constructing facilities to meet established requirements in collaboration with the Deputy Director concerned.
 - (3) Providing technical guidance and assistance on all matters pertaining to real estate and construction and for technical inspection of real estate and construction projects and activities.
 - (4) Establishing and maintaining adequate accountability records for all real property owned or controlled by the Agency.
 - (5) Obtaining legal approval from the General Counsel on the legal aspects of real estate and construction transactions.
 - (6) Coordinating with the Director of Security relative to the physical security aspects of real estate and construction requirements.
 - (7) Advising the Budget Division, Office of the Comptroller, of approvals granted, involving expenditures in excess of \$5,000, to acquire real property or to make improvements thereto including construction.

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b. **DESIGN AND CONSTRUCTION.** This subparagraph implements the basic policies and responsibilities contained in [REDACTED] above, by prescribing the policies and procedures governing the design and construction of buildings, related facilities, and other improvements to real property owned, leased, or otherwise acquired by the Agency. The provisions of this subparagraph are applicable to all design and construction except where otherwise provided for in approved Administrative Plans, and domestic safehouses under nonofficial cover [REDACTED]

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- (1) **DEFINITIONS.** As used herein, the following terms have the meanings set forth below:
 - (a) **Design.** The preparation or procurement of complete plans and specifications for contemplated construction projects including:
 - (1) Preparation of preliminary plans and specifications.
 - (2) Preparation of final working drawings and specifications required for completion of all construction work.

Revised: 7 August 1963

CONFIDENTIAL

GROUP 1 Excluded from automatic downgrading and declassification

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Remarks:

Frank:

Re. Implementation of the Nat'l Environmental Policy Act.

After reviewing the Functions and Responsibilities of the DL as contained in the attached regs. and considering them in light of the proposed LI as an implementing ~~instrument~~ instrument, I question whether specific amendment to the regs. is necessary.

Agreed Neil
M 2/2/72

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